

Date/Time Stamp

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PUBLIC RECORDS

2019 OCT -9 AM 10:24

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING


(Signature of Traveler)

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Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): The Aspen Institute Inc. (Education and Society Program).

Travel date(s): August 6th-8th, 2019

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	N/A	\$188.00 for two nights total	\$110.50	N/A

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	N/A	N/A	N/A	N/A

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Attended each session at the retreat which focused on ESSA implementation, school improvement, and innovation. The sessions on improvement were specifically important to my role as senior disability policy advisor as we focused on subgroups of students and their inclusion in accountability systems.

10/7/19
(Date)

Kimberly Knackstedt
(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/9/19
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

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The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- Private Sponsor Certification - Page 1 of 4

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I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip. _____

OR

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Aspen Institute is the sole sponsor of this retreat and is solely responsible for the development and execution of the convening. (see continued response)

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Aspen Institute is an educational and policy studies non-profit organization whose mission is to foster leadership based on enduring values and provide a non-partisan forum for the exchange of ideas.

(see continued response)

Briefly describe each sponsor's prior history of sponsoring congressional trips:

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

The Aspen Institute has a nearly forty year history of conducting non-partisan educational forums, which often include Members of Congress and staff. The Aspen Institute Education and Society program

has been conducting convenings for Congressional education staff for over twelve years.

Signature Certification Page 2 of 4

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$58.00 (round trip mileage and tolls)	\$188.00 for two nights total	\$110.50	\$402.50 meeting room fees (includes meeting facilities, set up/take down, cleaning, meeting materials)

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

18. Reason for selecting the location of the event or trip

19. Name and location of hotel or other lodging facility:

20. Reason(s) for selecting hotel or other lodging facility:

The meeting location has sufficient meeting space and lodging to support off-the-record, non-partisan exchanges of ideas and professional learning.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Meals are 8/6/19 \$41.25 per day, 8/7/19 \$55.00 per day, 8/8/19 \$41.25 per day, which reflects the per diem limit

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Transportation is not provided; mileage will be reimbursed for participants' travel by personal car

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

Name and Title: Elliot Gerson, Executive Vice President, Policy & Public Programs

Name of Organization: The Aspen Institute

Address: 2300 N Street NW, Suite 700, Washington, DC 20037

Telephone Number: 202-736-5859 (Lisa Jones, Deputy General Counsel)

Fax Number: 202-467-0790

E-mail Address: lisa.jones@aspeninst.org

Appendix to Private Sponsor Travel Certification Form

Question 12. Briefly describe the role of each sponsor in organizing and conducting the trip (response continued) -- The Bill & Melinda Gates Foundation is not a sponsor of this trip and did not play a role in organizing, planning or conducting the trip. The Foundation provided grant funding to support the Aspen Institute Education & Society Program, including the Aspen Senior Congressional Education Staff Network; however, the Foundation did not earmark any funding for this trip.

Question 15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips) (response continued) – The Aspen Institute organizes numerous educational activities, including educational briefings, roundtables, forums and conferences for a diverse range of attendees including federal and state policymakers, business and organizational leaders, members of the press and the general public. The Aspen Institute Education and Society Program works with federal, state and local education leaders to improve K-12 student achievement, particularly for underserved students.

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To what extent and why are SEAs amending their approved ESSA plans and/or seeking waivers? How are states ensuring waivers improve equity in their ESSA plans?

What role has the U.S. Department of Education (ED) played during the first year of implementation, including ED's monitoring processes in states, and what are state and districts expectations for what they should be doing in year 2 and beyond?

3:15 – 3:30 PM

Break

3:30 – 5:00 PM

Session II: Innovation in Teaching & Learning, Accountability & Assessment

Virgel Hammonds, Chief Learning Officer, KnowledgeWorks

Leah Walker, Director, Office of Equity and Community Engagement, Virginia Department of Education

Cindy Ambrose, Deputy Superintendent, Charleston County School District

Tiffany Stanley, Chief of Staff to the State Superintendent of Public Instruction, Utah State Board of Education

Faculty will present for the first half of the session, followed by a facilitated discussion.

Faculty will detail how states and districts are currently using innovative approaches to teaching and learning, accountability and assessment, to increase equity and outcomes for all students. They will describe how innovation intersects with ESSA and other federal and state laws and policies and where there are challenges or additional opportunities.

Guiding Questions:

What teaching and learning innovations, such as personalized learning or course access are states and districts pursuing as a result of ESSA (and/or federal policy)? Is Innovative Assessment Pilot enough to encouraging enough innovative assessment practices?

How do these innovations support ESSA's equity and outcome goals?

- *How are these models being evaluated for impact? Or being used to support and complement school improvement initiatives?*

5:00 – 5:15 PM

Taking stock: Staff reflections and feedback to guide remaining discussions

6:30 PM

Networking Reception with Expert Faculty

Pavilion Room

Staffers will have the opportunity to network with faculty during the reception.

7:00 – 8:30 PM

Dinner with Discussion of Earlier Sessions

Pavilion Room

Wednesday, August 7, 2019

All meeting sessions are in the Federal Room

7:30 – 8:30 AM

Breakfast

Airlie Room

8:30 – 8:35 PM

Group reflection on Day 1: What thoughts and questions were raised for further discussion?

8:35 – 10:45 AM

Session III: Deep Dive on School Improvement

Leighann Lenti, Chief of Partnership, University of Virginia Partnership for Leaders in Education

Gyimah Whitaker, Area Superintendent, Fulton County Schools

Staff will be led through a detailed presentation on district school improvement efforts being supported by the University of Virginia, with a close examination of the work in one partner district. Staff and faculty will consider implementation implications, including SEA and LEA capacity, equity, human capital decisions, budgeting, and overall strategy.

10:45 – 11:15 AM

Break and individual reflection

11:15 AM – 12:30 PM

Session IV: School Improvement Reflection: Context and Implications

Bryan Johnson, Superintendent, Hamilton County Schools

Tiffany Stanley, Chief of Staff to the State Superintendent of Public Instruction, Utah
State Board of Education

Cindy Ambrose, Deputy Superintendent, Charleston County School District

Faculty will respond to issues raised in earlier sessions and respond to the questions staffers are most interested in learning more about.

Guiding Questions:

- *Is ESSA's theory of action around school improvement playing out as envisioned? Why or why not?*
Are ATS and TSI identified schools sufficiently differentiated? Are underperforming subgroups being identified for improvement as required? How do we know?
- *How are SEAs leveraging ESSA's evidence requirements for interventions? What interventions are they using?*
What role can/should ED play in promoting effective practices and evidence-based improvement strategies?

12:30 – 1:30 PM

Lunch

Airlie Room

1:30 – 3:15 PM

Session V: Innovation and Federal Policy

Cindy Ambrose, Deputy Superintendent, Charleston County School District

Virgel Hammonds, Chief Learning Officer, KnowledgeWorks

Staff will go on a partner walk to address the following questions:

1. What innovation(s) did you expect to see as a result of ESSA and how has this played out in practice?
2. How can innovation be balanced with the equity guardrails required in the law?

All staff and faculty will engage in a full group discussion reflecting on discussions from the partner walk. This will be followed by a look at how states and districts are thinking about innovation in accountability and assessment.

Additional Guiding Questions:

How does innovation support ESSA's goals?

What is needed to ensure innovative practices comply with the law's requirements for evidence-based school improvement?

- *How tight/loose do SEAs and LEAs need to be to create space for innovation while meeting required timelines for improvement and outcomes?*

What role can Congress and ED play to ensure SEA and LEA leaders are using federal funds to support innovation, while ensuring those federal funds are used on evidence-based school improvement efforts?

10:20 – 10:30 AM	Break	
10:30 – 10:50 AM	Complete Retreat Evaluation	
10:50 – 11:20 AM	Final Observations from Expert Faculty	
11:20 – 11:45 PM	Taking Stock: Staff Reflections and Feedback to Guide Next Steps for the Network	
12:00 – 1:00 PM	Lunch and Adjourn	Airlie Room

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Aspen Senior Congressional Education Staff Network Retreat

Implementing ESSA: School Improvement and Innovation

Airlie House
6809 Airlie Road
Warrenton, VA 20187
P: 540-347-1300

August 6-8, 2019

SENATE CONGRESSIONAL STAFF

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